



## GUIDELINES FOR BUSINESS LICENSE APPLICANTS

Dear Business License Applicant:

Congratulations on your new business opportunity! On behalf of the Redmond Fire Department we would like to welcome you to the community.

To assist you in obtaining your Business License, the Redmond Fire Department would like to advise you of general Code requirements that will expedite the fire inspection of your premises. Please note that the following is not inclusive of all requirements that may apply to your type of business. Depending upon the square footage of your premises and type of business, there may be additional requirements. For instance, a restaurant, woodworking shop, auto repair/body shop, service station, and certain other occupancies have special requirements, in which case your Fire Inspector will provide you with an inspection.

**PREMISES IDENTIFICATION:** Your address and suite number must be clearly visible from the street or parking lot.

**FIRE EXTINGUISHER:** Every business must have at least one 2-A:10-B:C minimum rated fire extinguisher mounted on a wall with the top not more than 54" from the floor, and the bottom at least four inches off the floor (preferably near the exit). It must be clearly visible and accessible (not in bathrooms, closets, etc.) and must be serviced annually. Depending on travel distance to the extinguisher and your square footage, additional fire extinguishers may be required.

**EXIT DOOR:** If your *main entrance* has a keyed or thumb-latch type lock on the inside, you will need a sign above the inside of the door stating "**THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS.**" This sign can be purchased at most office supply stores. Exit doors must not be obstructed.

**EXTENSION CORDS AND COVER PLATES:** You must not have any missing or broken electrical cover plates or outlets. Permanent or continuous use of electrical extension cords is not allowed. A multi-outlet power strip is allowed only if it has circuit breaker protection and is plugged directly into the wall outlet.

**STORAGE:** Storage must not be closer than 24" to the ceiling, or 18" from the bottom of the sprinkler deflector (there may be additional requirements for buildings classified as storage occupancies, or if piled storage exceeds six feet).

**HOLES IN WALLS OR CEILINGS:** Any holes in walls or ceilings must be repaired using approved materials in a manner approved by the Redmond Building Department.

There may be other items which need correction, however, the above mentioned are some of the common discrepancies which require inspection and result in a delay in approval of your business license. The Fire Inspector will be able to approve your license much more expeditiously if you have taken care of these items prior to inspection.

(OVER)

**INSPECTION PROCEDURES:** Once you have made application with the City of Redmond, an inspection by the Redmond Fire Department Fire Prevention Division will automatically be scheduled.

For further information or to schedule an inspection, please call 556-2200 or fax the following information to the Redmond Fire Prevention Division at 556-2227:

- Name and address of business including suite number.
- Name of owner and/or contact person (if different).
- Type of business.
- Business License Application number.
- Phone number.
- Preferred date and time of inspection (please allow a minimum of 48 hours for scheduling purposes).

For additional information please contact Redmond Fire Department Fire Prevention Division at 556-2200.

**FIRE PREVENTION IS A COMMUNITY EFFORT**

**HELP US HELP YOU**